



- Position:** Initiative Director, PLTI. Part-Time.
- Reports to:** Coordinator, Rochester's Child, an Initiative of Rochester Area Community Foundation
- Supervises:** PLTI Coordinator, CLTI Coordinator, Alumni Coordinator

The Greater Rochester Parent Leadership Training Institute (PLTI) is a local initiative of the National Parent Leadership Institute, a national effort to coordinate and increase the civic skills and impact of diverse parents to improve child and community outcomes as they build caring communities.

PLTI is seeking an Initiative Director.

The Initiative Director is a professional part-time executive who will champion PLTI, build partnerships in the Greater Rochester area, and work closely with the Rochester's Child Coordinator and PLTI Civic Design Team in strategic planning, fund-raising, friend-raising, budgeting, and administration to effect the PLTI mission.

The PLTI Initiative Director manages the operations for the Parent Leadership Training Institute, including PLTI, CLTI (the Children's Leadership Training Institute), and the Alumni Initiative. This operations management includes budget development and oversight; working with communication professionals to develop new and appropriate communication tools, and ensuring PLTI models are delivered with fidelity. The Director provides guidance and oversight on the implementation and maintenance of the National alumni model.

2019-20 goals of this position:

- Resource development process implemented, including fundraising plan and donor stewardship plan;
- New and existing partnerships expanded, resulting in increased, and sufficient resources (financial and opportunity) for the PLTI initiative;
- Communication efforts increased to raise community awareness of PLTI; and
- Alumni community engagement with community and each other supported and increased.

Position Criteria:

- Embraces diversity, inclusion, and equity;
- Understands and is committed civic engagement, race and equity advancement, and parent leadership, in addition to PLTI's mission specifically;
- Extensive fundraising experience in the Greater Rochester area with foundations and individuals;
- Understands civics through a strong commitment to community capacity-building;

- Sees civically-engaged parents as community assets;
- Is a highly skilled problem solver;
- Is a highly skilled written and verbal communicator;
- Comfortable dealing with dynamic opportunities including conflict resolution, accountability, and group dynamics;
- Is skilled in and comfortable posting professionally to social media sites, as directed and in accordance with PLTI's social media guidelines;
- Is extremely reliable;
- Is a flexible, collaborative team player; and
- Is ethical and maintains dignity at all times.

Salary range: \$30,000-\$35,000

To Apply:

By June 3, 2019 email a cover letter and resume to GreaterRochesterPLTI@gmail.com with PLTI Initiative Director in the subject line or mail resumes to Rochester's Child, Attn. Nancy Kaplan, 500 East Avenue, Rochester, NY 14607

NO PHONE CALLS, PLEASE.

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

*Rochester Area Community Foundation Initiative's is an
Equal Opportunity Employer.*